Battle Creek, Michigan

Financial Statements
And
Supplementary Information

For the Year Ended June 30, 2004

AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type

[] City [] Township [] Village [X]	Other Battle Creek Transit System		Calhoun							
Audit Date	Opinion Date	Date Accountant Repor	t Submitted to Sta	ite:						
June 30, 2004	October 29, 2004	November 17, 2004								
in accordance with the Statements of	ents of this local unit of government and r the Governmental Accounting Standards of Local Units of Government in Michigan b	Board (GASB) and the	e <i>Unitoliti</i> Re p ol Intent of Treasu	ttry Monagor						
We affirm that:			$\int_{L_{2}}^{NOV} 1$	9 2004						
 We have complied with the Bulletin for the Audits of Local Units of Government in Michigan as revised LAUDIT & FINANCE DIV. We are certified public accountants registered to practice in Michigan. 										
2. We are certified public accountain	is registered to practice in Michigan.			7						
We further affirm the following. "Yes" r of comments and recommendations	esponses have been disclosed in the fina	ancial statements, inclu	uding the notes,	or in the report						
You must check the applicable box for	each item below.									
[] Yes [X] No 1. Certain	n component units/funds/agencies of the	local unit are excluded	from the financ	ial statements.						
	are accumulated deficits in one or mo gs (P.A. 275 of 1980).	re of this unit's unre	served fund bal	ances/retained						
	are instances of non-compliance with th as amended).	ne Uniform Accounting	and Budgeting	Act (P.A. 2 of						
	cal unit has violated the conditions of eith equirements, or an order issued under the		•	oal Finance Act						
	cal unit holds deposits/investments which 3, as amended [MCL 129.91], or P.A. 55									
[] Yes [X] No 6. The lo unit.	cal unit has been delinquent in distributing	g tax revenues that we	ere collected for	another taxing						
[] Yes [X] No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).										
	cal unit uses credit cards and has not add MCL 129.241).	opted an applicable po	llicy as required	by P.A. 266 of						
[] Yes [X] No 9. The lo	cal unit has not adopted an investment po	olicy as required by P.A	A. 196 of 1997 (MCL 129.95).						
We have enclosed the following	g:	Enclosed	To Be Forwarded	Not Required						
The letter of comments and recomme				Х						

Local Government Name

County

Х

Χ

Certified Public Accountant (Firm Name)			
REHMANN ROBSON GERALD J. DESLOOVER, CPA			
Street Address	City	State	Zip
5800 GRATIOT, PO BOX 2025	SAGINAW	MI	48605
Accountant Signature Kehmann Robson	•		

Reports on individual federal financial assistance programs (program audits).

Single Audit Reports (ASLGU).

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INDEPENDENT AUDITORS' REPORT

October 29, 2004

Honorable Mayor and Members of the City Commission City of Battle Creek, Michigan

We have audited the accompanying financial statements of the Battle Creek Transit System, an enterprise fund of the City of Battle Creek, Michigan, as of and for the year ended June 30, 2004, as listed in the table of contents. These financial statements are the responsibility of the City of Battle Creek's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management. as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present only the Battle Creek Transit System and do not purport to, and do not present fairly the financial position of the City of Battle Creek, Michigan, and the changes in its financial position and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Battle Creek Transit System, an enterprise fund of the City of Battle Creek, Michigan as of June 30, 2004, and the changes in financial position thereof and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements of the Battle Creek Transit System. The information on pages 9 through 13 has been subjected to the procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole. The information on pages 14 through 17 has not been subjected to the procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Rehmann Lobson

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Statement of Net Assets June 30, 2004

	Assets	
	Current assets:	
	Grants receivable	\$ 784,517
-	Inventory	106,825
	Capital assets, net	2,840,067
_	Total assets	3,731,409
	Liabilities, all current	
	Accrued payroll and compensated absences	87,675
	Interfund payable to other funds of the City	673,460
-	Total current liabilities	761,135
-	Net assets	
	Investment in capital assets, net of related debt	2,840,067
	Unrestricted	130,207
	Total net assets	\$ 2,970,274

The accompanying notes are an integral part of these financial statements.

Statement of Revenue, Expenses, and

Changes in Net Assets

For the Year Ended June 30, 2004

	Operating revenue	
	Line-haul (farebox)	\$ 325,084
-	Charter service	225
	Link revenue	7,680
	Advertising	24,540
_	Other operating revenue	34,370_
	Total operating revenue	391,899
-	Operating expenses	
	Operations	3,032,873
	Maintenance	629,249
	General administration	378,157_
	Total operating expenses	4,040,279
	Operating loss	(3,648,380)
	Non-operating revenue (expense)	
	Federal grants	1,187,244
	State grants	1,624,524_
_	Total non-operating revenue	2,811,768
	Net loss before transfers	(836,612)
	Transfers in from other funds	596,188
_	Transfers out to other funds	(4,500)
	Change in net assets	(244,924)
	Total net assets, beginning of year	3,215,198
-	Total net assets, end of year	\$ 2,970,274

The accompanying notes are an integral part of these financial statements.

Statement of Cash Flows For the Year Ended June 30, 2004

Cash flows from operating activities	
Receipts from customers and users	\$ 395,219
Payments to suppliers	(832,687)
Payments to employees	(2,540,494)
Payments for interfund services	(237,558)
Net cash used in operating activities	(3,215,520)
Cash flows from non-capital financing activities	
Transfers in	596,188
Transfers out	(4,500)
Federal and state grants	3,026,756
Net cash provided by non-capital financing activities	3,618,444
Cash flows from capital and related financing activities	
Purchase of capital assets	(402,924)
Net decrease in cash and cash equivalents	-
Pooled cash and investments, beginning of year	
Pooled cash and investments, end of year	\$ -
Reconciliation of operating loss	
to net cash used in operating activities	
Operating loss	\$ (3,648,380)
Adjustments to reconcile operating loss to net	(-,,,
cash used in operating activities:	
Depreciation	672,892
Changes in assets and liabilities:	,
Accounts receivable	3,320
Inventory	(17,030)
Prepaid items	110
Accounts payable	(1,818)
Accrued payroll and compensated absences	12,944
Interfund payable	(237,558)
Net cash used in operating activities	\$ (3,215,520)

The accompanying notes are an integral part of these financial statements.

Notes To Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Battle Creek Transit System (the "System") is an enterprise fund of the City of Battle Creek, Michigan. The System provides public transportation services to users in the City of Battle Creek and portions of the surrounding area. The accounting policies of the System conform with generally accepted accounting principles as applicable to proprietary funds. A summary of significant accounting policies follows.

Reporting Entity - These financial statements represent the financial condition, results of operations and cash flows of an enterprise fund of the City of Battle Creek, Michigan (the "City") and are an integral part of that reporting entity. The System is not a component unit of the City or any other reporting entity, as defined by Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*.

Basis of Accounting - The System uses a fund (i.e., a separate accounting entity with a self-balancing set of accounts) to report its financial position, the results of its operations and its cash flows. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions and activities.

The System is operated as an enterprise fund, which is used to account for those operations that are financed and operated in a manner similar to private business or where the governing body has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability. Enterprise funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The System applies all applicable FASB pronouncements issued through November 30, 1989 in accounting and reporting for its proprietary operations. The System has elected not to follow subsequent private-sector guidance.

Pooled Cash and Investments – The System's pooled cash and investments, if any, represents amounts deposited entirely in the City's internal cash management pool.

Inventory – Inventory is valued at cost using the first-in/first-out method.

Capital Assets – Capital assets, which include property and equipment, are reported at cost or, if donated, at their estimated fair value on the date donated. The System defines capital assets as assets with an initial, individual cost of \$10,000 or more and estimated useful life in excess of two years. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Notes To Financial Statements

The System's capital assets are depreciated using the straight line method over the following estimated useful lives:

Assets	<u>Years</u>
Land improvements	5-50
Buildings	50
Equipment	3-10
Furniture and fixtures	6-10
Vehicles	7-10

Compensated Absences - Vested or accumulated vacation leave is recorded as an expense and liability as the benefits accrue to employees. No liability is recorded for nonvesting accumulating rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that it is estimated will be taken as "terminal leave" prior to retirement.

2. POOLED CASH AND INVESTMENTS

The System, along with the various other funds of the City, participates in the City's pooled cash management accounts. At June 30, 2004, the System had a negative cash balance in the City's cash pool of \$673,460, which is reported in the accompanying statement of net assets as an *interfund payable*. Information regarding this internal cash management pool is presented in the City's comprehensive annual financial report.

Notes To Financial Statements

3. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2004, was as follows:

	В	Beginning					Ending
]	Balance	<u>I</u>	ncreases	Decreases		Balance
Capital assets, not being depreciated:	-						
Land	\$	66,499	\$	-	\$	- \$	66,499
Capital assets, being depreciated:							
Land improvements		26,130		-		_	26,130
Buildings		2,353,297		46,088		-	2,399,385
Equipment		1,125,289		-		-	1,125,289
Furniture and fixtures		375,659		_		-	375,659
Vehicles		6,456,363		356,836		_	6,813,199
Total capital assets being depreciated		10,336,738		402,924		-	10,739,662
Less accumulated depreciation for:							
Land improvements		11,759		2,613		-	14,372
Buildings		582,881		78,441		-	661,322
Equipment		1,084,794		125,417		-	1,210,211
Furniture and fixtures		209,765		50,370		-	260,135
Vehicles		5,404,003		416,051		-	5,820,054
Total accumulated depreciation		7,293,202		672,892		-	7,966,094
Total capital assets being							
depreciated, net		3,043,536		(269,968)		<u>-</u>	2,773,568
System capital assets, net	\$	3,110,035	\$	(269,968)	\$	- \$	2,840,067

4. RISK MANAGEMENT

The System participates in the City's self-insurance program for liability and worker's compensation insurance coverage. Property insurance coverage is provided by commercial carriers through the City's self-insurance fund.

Notes To Financial Statements

5. CONTINGENCIES

Amounts received or receivable under grant programs are subject to audit and adjustment by the grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the System. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

SUPPLEMENTARY INFORMATION

BATTLE CREEK TRANSIT SYSTEM Schedule of Operating and Non-Operating Revenue For the Year Ended June 30, 2004

		7/1/03 through 9/30/03		10/1/03 through 6/30/04	Total		
Operating revenue							
Line-haul (farebox)	\$	84,232	\$	240,852	\$	225.004	
Charter service	Ψ	225	Φ	240,632	Ф	325,084	
Link revenue		5,160		2,520		225 7,680	
Advertising		9,050		15,490		24,540	
Other operating revenue	···	33,612		758		24,340 34,370	
Total operating revenue	\$	132,279	\$	259,620		391,899	
Non-operating revenue (expense) Federal grants:							
Operating grant - Section 9	\$	_	\$	847,224	\$	847,224	
Planning grants	·	-	*	340,020	Ψ	340,020	
		-		1,187,244		1,187,244	
State of Michigan grants:							
Formula operating assistance		351,708		1,103,069		1,454,777	
Planning grants				169,747		169,747	
	-	351,708		1,272,816		1,624,524	
Transfers in from other funds		149,046		447,142		596,188	
Transfers out to other funds		(1,125)		(3,375)		(4,500)	
Total non-operating revenue	\$	499,629	\$	2,903,827	\$	3,403,456	

BATTLE CREEK TRANSIT SYSTEM Schedule of Operating Expenses For the Year Ended June 30, 2004

				(General		
	 Operations N		aintenance	Administration			Total
Labor:							
Operators' salaries and wages	\$ 1,141,919	\$	_	\$	_	\$	1,141,919
Other salaries and wages	-		224,274	•	142,172	Ψ	366,446
Fringe benefits	799,902		160,012		85,041		1,044,955
Services:	Ź		,		02,011		1,044,933
Advertising	-		_		9,183		9,183
Other services	135,377		99,040		41,266		275,683
Materials and supplies:	,		,		11,200		275,085
Fuel and lubricants	115,570		_		_		115,570
Other materials and supplies	155,352		52,242		10,330		217,924
Utilities	· -				37,634		37,634
Insurance expense	-		93,280		38,216		131,496
Leases and rentals	11,861		401		1,771		14,033
Depreciation	672,892		-				672,892
Miscellaneous expense			_		12,544		12,544
Total operating expenses	\$ 3,032,873	\$	629,249	\$	378,157	\$	4,040,279

BATTLE CREEK TRANSIT SYSTEM Schedule of Expenses by Charter Contract and General Operations For the Year Ended June 30, 2004

	Charter Contract		 General Operations		Total
Labor:					
Operators' salaries and wages	\$	150	\$ 1,141,769	\$	1,141,919
Other salaries and wages		_	366,446	•	366,446
Fringe benefits		_	1,044,955		1,044,955
Services:			2,0,> 00		1,044,000
Advertising		_	9,183		9,183
Other services		-	275,683		275,683
Materials and supplies:			270,000		275,005
Fuel and lubricants		_	115,570		115,570
Other materials and supplies		_	217,924		217,924
Utilities		_	37,634		37,634
Insurance expense		_	131,496		131,496
Leases and rentals		_	14,033		14,033
Depreciation		_	672,892		672,892
Miscellaneous expense			 12,544		12,544
Total operating expenses		150	\$ 4,040,129	\$	4,040,279

BATTLE CREEK TRANSIT SYSTEM Net Eligible Cost Computations of General Operations For the Grant Year Ended September 30, 2003

	7/1/03 through 9/30/03			10/1/03 through 6/30/04	Total		
Expenses							
Labor	\$	368,103	\$	1,140,262	\$	1,508,365	
Fringe benefits	•	256,054	•	788,901	Ψ	1,044,955	
Services		67,410		217,456		284,866	
Materials and supplies		72,837		260,657		333,494	
Utilities		4,005		33,629		37,634	
Insurance expense		32,874		98,622		131,496	
Leases and rentals		480		13,553		14,033	
Depreciation		168,223		504,669		672,892	
Miscellaneous expense	*	3,136		9,408		12,544	
Total expenses		973,122		3,067,157		4,040,279	
Less ineligible expenses and contra-expenses							
Michigan Public Transit Association dues		3,449				3,449	
American Public Transit Association dues		4,320		_		4,320	
Charter service revenue	•	225		**	•	225	
Total ineligible expenses and							
contra-expenses	-	7,994		_		7,994	
Eligible expenses	_\$	965,128	\$	3,067,157	\$	4,032,285	

Net Eligible Cost Computations of General Operations (Concluded) For the Grant Year Ended September 30, 2003

Eligible expenses - 10/1/02 through 6/30/03	\$ 3,045,922
Eligible expenses - 7/1/03 through 9/30/03	 965,128
Total eligible expenses - grant year ended 9/30/03	\$ 4,011,050
Maximum state operating assistance Greater of: 42.23% of eligible expenses	\$ 1,693,866
1997 operating assistance (mandatory floor)	 972,388
Maximum state operating assistance *	\$ 1,693,866

^{*} Reimbursement based on 45.0079% of eligible expenses.

BATTLE CREEK TRANSIT SYSTEM Schedule of Vehicle Miles For the Year Ended June 30, 2004 (Unaudited)

	Line-Haul	Demand- Response	Charter	Total
First quarter (July - September)	116,739	56,742	25	173,506
Second quarter	ŕ	,	20	173,300
(October - December)	116,739	52,867	-	169,606
Third quarter				
(January - March)	116,739	54,020	-	170,759
Fourth quarter				
(April - June)	116,739	50,454	<u> </u>	167,193
Total	466,956	214,083	25	681,064

The methodology used for compiling mileage has been reviewed and found to be an adequate and reliable method for recording vehicle mileage.

BATTLE CREEK TRANSIT SYSTEM Schedule of Vehicle Hours For the Year Ended June 30, 2004 (Unaudited)

	Line-Haul	Demand- Response	Charter	Total
First quarter (July - September)	7,057	5 000		
•	7,857	5,008	3	12,868
Second quarter (October - December)	7,857	4,767	-	12,624
Third quarter				
(January - March)	7,857	4,939	-	12,796
Fourth quarter				
(April - June)	7,857	4,816	_	12,673
Total	31,428	19,530	3	50,961

The methodology used for compiling vehicles hours has been reviewed and found to be an adequate and reliable method for recording such information.

Schedule of Federal Grant Funding For the Year Ended June 30, 2004

Federal/Pass-through Grantor Program Title/Program Number	Award Amount	(Accrued) Deferred Revenue at Federal Federal 6/30/2003 Receipts Expenditures		(Accrued) Deferred Revenue at 6/30/2004	Federal Revenue Recognized	
U.S. Department of Transportation - F	ederal Transit Administrati	on				
CFDA Number 20.507 - Capital, Plans	ning and Operating Assistance	e (Section 5307):				
Capit MI-90-X356	\$ 301,083	\$ 2,544	-	\$ 3,142	\$ (598)	\$ 3,142
Oper: MI-90-X419	734,018	(734,018)	734,018	-	-	
Oper: MI-90-X419	100,000		100,000	100,000		100,000
Oper: MI-90-X440	747,224	-	•	747,224	(747,224)	747,224
CFDA Number 20.509 - Intercity Term	ninal (Section 5311):					
Inter: MI-18-0028/0030	253,970	(202,559)	253,969	51,410	•	51,410
CFDA Number 20.500 - Federal Trans	it Capital Investment Grants	(Section 5307):				
Faret MI-90-X195	285,468		270,587	285,468	(14,881)	285,468
Total federal financial assistance		\$ (934,033)	\$ 1,358,574	\$ 1,187,244	\$ (762,703)	\$ 1,187,244
Federal funding is recorded in the finan Non-operating revenue Capital contributions	cial statements as follows:					\$ 1,187,244
Total						\$ 1,187,244
Grants receivable per financial statemen Federal funding (per above) State funding (per page 17) Total per financial statements	ats:				\$ 762,703 21,814 \$ 784,517	
					\$ 784,517	

BATTLE CREEK TRANSIT SYSTEM Schedule of State Grant Funding For the Year Ended June 30, 2004

State/Pass-through Gra Program Title/Progra	m Number		Award Amount		(Accrued) Deferred Revenue at 6/30/2003	_	State Receipts		State Expenditures	· 	(Accrued) Deferred Revenue at 6/30/2004		State Revenue Recognized
Michigan Department o Capital, Planning, and	f Transportation Operating Assistar	nce:											
Capital 1999	2001-0853	\$	76,468	\$	636	s	-	s	636	\$	-	\$	636
Spec Svc 2003	2003-0013		85,740		(15,468)		17,949		2,481		-		2,481
Operating FY 2004			n/a				1,454,778		1,454,778		-		1,454,778
Intercity Terminal	MI-18-0028		63,492		(50,640)		63,492		12,852		-		12,852
Fare Box System	Discretionary		n/a		-		67,648		71,367		(3,719)		71,367
Spec Svc 2004	2004-0013		82,410	-	<u> </u>		64,315		82,410		(18,095)		82,410
Total state financial assis	tance			<u>s</u>	(65,472)	\$	1,668,182	<u>\$</u>	1,624,524	<u>\$</u>	(21,814)	<u>s</u>	1,624,524
State funding is recorded Non-operating revenu Capital contributions	in the financial st	tateme	nts as folic)ws:								\$	1,624,524
Total per financi	al statements											s	1,624,524